

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date: June 16, 2021
Classification: Air Resources Technician II	Position #: 673-710-3873-914
Division/Office: AQPS/ Consumer Products and Air Quality Assessment Branch	CBID:
Section: Implementation Section	
Supervisor Name: Joe Calavita	Supervisor Classification: Air Resources Supervisor I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date: June 16, 2021

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

HRB Approved
August 16, 2021
C&P Authority: Sal Singh

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises:

Total number of positions in Section/Branch/Office for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**:

MISSION OF SECTION:

MISSION OF SECTION: The Implementation Section works with stakeholders such as public agencies, academic researchers, and consumer product manufacturers to implement the California Air Resources Board's (CARB) consumer products program, including:

- Conduct surveys of product sales and formulations
- Update emission inventories
- Conduct technology assessments to determine the feasibility of lower volatile organic compound (VOC) standards or reactivity-based limits
- Update the consumer product regulation to meet the emission reduction commitments identified in the California State Implementation Plan
- Identify and implement strategies to reduce air toxic and greenhouse gas emissions from consumer products
- Evaluate and approve manufacturers' proposed Alternative Control Plans (ACPs) and annual ACP compliance reports
- Evaluate eligibility of manufacturer Innovative Product Exemption (IPE) applications
- Review manufacturers' charcoal lighter material (CLM) certification applications for approval and issuance of CARB Executive Orders
- Review formal product determination applications to determine a product's regulatory compliance category
- Guide research on VOC emissions, volatility, fate and transport and atmospheric reactivity
- Implement the California Clean Air Act Fee Program as it pertains to consumer products

CONCEPT OF POSITION:

CONCEPT OF POSITION: Under the close supervision of the Air Resources Supervisor I, the incumbent will assist staff in ongoing implementation of: the California Clean Air Act Fee Program, the Alternative Control Program (ACP), Charcoal Lighter Material (CLM) certifications, Innovative Product Exemption (IPE) applications, product determinations, and other projects such as those described in 'Responsibilities of Position' below. The incumbent will also assist in conducting consumer product surveys to help ensure that submitted data for thousands of products accurately reflects real world consumer product sales, ingredients, and emissions. This includes reviewing data submitted through the on-line portal for errors and omissions to enable its acceptance into the survey database, reviewing submitted example labels to ensure products are properly categorized, and identifying and addressing potential errors in multiple data fields.

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<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
40%	Review and approval of ACP compliance reports, CLM certifications, IPE applications, and product determination requests, including conducting and reviewing ACP emission reduction credit compliance and ensuring accuracy and completeness of submitted ACP product labels.
30%	Work closely with Section members to conduct consumer product surveys, including working with product manufacturers and other stakeholders to facilitate accurate and complete data reporting. Complete quality assurance of reported consumer product survey data, including product categorization, and data evaluation.
10%	Provide staff in implementing the California Clean Air Act Fee Program, including quantifying manufacturer emissions and processing of fee letters and other materials.
10%	Provide rulemaking support, including helping staff outreach to potentially interested consumer product manufacturers and other stakeholders, identify innovative regulatory approaches, organize public workshops, and development of rulemaking materials, such as workshop slides and proposed regulatory text.
10%	Develop Americans with Disabilities Act (ADA) compliant public documents, including public workshop presentations and proposed regulatory text.

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